

Job Description

Job Title:	Museum Technician
Reports To:	Head of Exhibitions
Salary :	circa. £25,000 p.a.
Start Date :	February 2022
Contract Type :	Full time
Hours:	Monday to Friday - and out of hours alarm call response as needed
Based at :	Halton Museum Resource Centre, Wendover but will also be required to work at the Museum at 9 Church Street in Aylesbury

Discover Bucks Museum in Aylesbury (formerly known as Bucks County Museum) is well known for the excellence and quality of our temporary exhibitions programmes and relies on the expertise of our talented staff to deliver this high standard for all our visitors and communities. This post is a key team member in delivering this service.

The role is responsible for using carpentry and metal working skills to make exhibits, creating set works for exhibitions, putting up and taking down art works and other exhibits for temporary exhibitions and assisting with permanent exhibition change overs, packing and moving a wide range of objects from the archaeology, social history, geology, natural history and art collections to other locations locally or nationally, managing the Halton Resource Centre buildings and services liaising with Buckinghamshire Council Property Services team.

The outgoing Exhibitions Officer has been in post for many years and is now retiring in early April 2022. This is a great opportunity to work alongside the current postholder for a few weeks for a hand over of responsibilities and to learn the role. Training can be arranged for some aspects of the role but it is essential that you already have a high level of practical skills when you apply.

What you would be doing in this role :

- Building sets, installing and taking down around 6 temporary exhibitions per year
- Creation of units and fittings and painting as needed for Museum retail, café, Art Gallery, offices and learning spaces
- Maintain workshop area at Halton Resource Centre to high standard ensuring all equipment is tested according to legal compliance and safety requirements annually and servicing of workshop machinery
- Driving and packing museum van with artefacts to museum standards to transport to Museum or to other locations in the region or nationally as required
- Museum van care including organising MOT, repairs, breakdown and insurance cover annually and booking of congestion charge/ULEZ for travel to London

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- Take responsibility for ensuring Halton Resource Centre buildings are safe and properly maintained, reporting faults to landlord Buckinghamshire Council Property Services and liaising with contractors and suppliers for entry and safe working practices, providing energy readings for suppliers and Council as needed. Out of hours checks of the property during holiday periods
- Answering alarm call outs as needed out of hours overnight and when offices are closed and dealing with emergency building issues
- Take responsibility for ensuring health and safety requirements are delivered at the Halton Resources Centre including fire risk assessments, fire alarm testing and organising evacuation practices and extinguisher testing, PAT testing and fixed wire testing, legionella checks and all safety procedures and documentation in health and safety compliance areas are carried out and kept up to date
- Leading training/briefing for Halton Museum staff to ensure all staff work in a safe environment and are compliant in health and safety matters
- Collections care requirements including racking assembly and mount making
- Grounds maintenance at Halton – weeding, beech hedge trimming and removal of green waste, clearing gutters and drain pipes, maintenance of garden furniture including at Museum
- Monthly fixture testing and record keeping of Roald Dahl Children’s Gallery exhibits, painting and repairs as needed
- Great Missenden stores checks and meter readings on a monthly basis
- Every member of staff is expected to show respect to their colleagues and to understand and adhere to the Company's standards and values; they are also expected to work in a collaborative fashion and to support all the teams with which they have contact in achieving the Museum’s objectives.

Who we are looking for:

ESSENTIAL

- High levels of carpentry/joinery/metal working skills
- Driving licence and ability to drive vans
- Experience of and commitment to safe working practices

DESIRABLE

- Understanding of art displays and experience of hanging or displaying different art works
- Experience of handling and packing museum collections
- Managing contractors
- Monitoring and reporting building maintenance issues
- H & S checks and documentation requirements in the work place

PLEASE NOTE: In addition to the duties and responsibilities listed, the jobholder is required to perform other tasks or duties commensurate with the role, as reasonably requested by their manager from time to time.

APPLICATIONS :

Send us your CV and 3 photos of your recent work as below to
director@discoverbucksmuseum.org

PLEASE SEND 3 PHOTOS OF ITEMS YOU HAVE MADE USING YOUR CARPENTRY OR METAL WORKING SKILLS IN THE LAST 6 MONTHS

Deadline for applications : Thursday 20 January 2022 at 9 am

Interviews and assessments : w/c 24 January 2022

Candidates need to be prepared to attend an assessment date for a day with a range of practical tasks and interview to select the successful candidate.